

## **USHER JOB DESCRIPTION**

### **JOB PURPOSE**

It is the distinct pleasure of the usher to encourage reverence in the House of God and to promote friendliness and courtesy toward all members and guests of Acts II Ministries. The usher position is of utmost importance to the growth of the church, since ushers have the opportunity to make a good first impression on those who might visit our services. Being warm and friendly helps to set an atmosphere in which the Spirit of God can move.

The usher's main goals will be to:

- Make sure the entry way and vestibule are clean and safe and all equipment is set up
- Make visitors feel welcome and comfortable
- Secure water for the speakers
- Be available to distribute and collect materials
- Take up the offering
- Assist in seating, parking, shoveling snow, security and other functional duties

### **JOB QUALIFICATIONS**

- Must be filled with the Holy Ghost
- Must meet the qualifications for church membership
- Must be loyal to the pastor
- Must be burdened for the lost
- Must be willing to work tactfully and selflessly with ushers, greeters and other church ministries
- Must be faithful in giving, church attendance, and prayer
- Must attend all usher meetings and become familiar with the responsibilities of this position

## JOB RESPONSIBILITIES

### **PERSONAL PRESENTATION:**

1. Is responsible for always being well groomed and dressed according to church standards
2. Should attempt to make good first impression on visitors  
(e.g. always take proper care of throat and hygiene)
3. Will always display a warm, cordial smile

### **PROMPTNESS & PREPARATION:**

1. Be on duty 30 minutes prior to service time and join in pre service prayer.
2. Be available for any special information of instructions.
3. Provide speaker with fresh water.
4. Before service begins, be at your post, in the auditorium praying, or seating visitors.
5. Should check to see that walks are shoveled, restrooms are presentable, and children are not being disruptive.

### **STANDARD DUTIES:**

1. Two ushers will remain on duty throughout the entire service. They should be seated or standing in a convenient location to fulfill their duties.
2. Always seat visitors near the middle of the church if possible.
3. When the offering is received the ushers should walk to the front of the church and face the front waiting for prayer or instructions.
4. In the case of a emergency or a disturbance, an usher should take full charge and try to handle to difficulty with a minimum of disturbance. (e.g. If a child has wandered from a parent's care, an usher should lead them back to their seat.)
5. Be alert to signals from the Bishop or service leader.
6. Be prayerful during the sermon and especially sensitive to disruptions during altar service. You may need to ask parents with noisy children if they need assistance or if they would like to take advantage of our nursery.
7. Notice if children or young people leave the auditorium; if they gone to long check to see that they are safe and not congregating.
8. Should adults congregate outside the auditorium during service offer to take care of what might be keeping them from being ministered to in the service - if necessary, let them know the pastor has asked you to do this.
9. On special occasions a parking team will be added.

**In case of absence:** If an usher knows they will not be able to attend a service it will be their responsibility to call other ushers until they find someone with whom they can trade services.

## Ushering Tips

Although the word "usher" is not used in the Bible, the doorkeepers in the House of the Lord are referred to in several instances.

An usher is one of the first persons a stranger sees as he enters the church. If, however, the usher is ill-groomed, scowling and matter-of-fact about his work, the stranger will think of the entire church as being substandard. To say the least, the first impression is important.

The Pastor speaks to the whole congregation, but the usher speaks to individuals. Because he has an opportunity to speak individually to those people, what the usher says and how he says it is of utmost importance. If an usher is rude or thoughtless in his conduct or speech with a new person, it may take a whole series of sermons from the Pastor to overcome the damage that has been done.

The usher can make a definite spiritual contribution to the service. He must be one of the first persons to arrive at the church. In all cases he should display a warm, cordial smile. Nothing is so distracting as a frowning usher. It is never out of place to add a cordial "Hello, we're glad you're here!"

We all like to hear the sound of our names, and the usher who can call individuals by name as they enter the door is never without respect. Do your best to remember names.

In making introductions, it is always courteous to mention first the name of the visitor. There are, however, two exceptions: Never introduce a lady to a man, but rather a man to a lady, and everyone is presented to the Pastor, not the Pastor to them. Never introduce people by their first names alone.

## Techniques

Smile a good morning to them and take of couple of steps backward down the aisle. If you gallop down the aisle too far ahead of your guests they may be unable to warn you when they decide to sit down in a vacant pew, but if you keep just a few steps ahead of the people and walk moderately slow, then you are quite accessible if they decide not to follow you to the front.

When you find a vacant pew which you believe would be pleasing to them, stop and say, "Will this be satisfactory?" or "Would you like to sit here?" Try to save back seats for late-comers and parents with small children.

After visitors are comfortably seated tell them once more that we are pleased to have them, that your services are available, and if they don't mind we'd like them to fill out a visitors card which you will provide along with a pen.

The church usher should be among the quietly dressed. Well-groomed ushers with pleasant manners and breath are essential. Eventually, an ushers coat, tie and badge will help people identify in case they need assistance.